



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

February 9, 2010

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Sachi A. Hamai
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EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by adding a new classification, deleting non-represented classifications, restoring item numbers of non-represented classifications, reclassifying positions in various County departments, and making adjustments in conjunction with a departmental reorganization and additional new positions in the FY 2009-10 Supplemental Budget.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) classification, to delete four (4) non-represented classifications, to restore the item numbers of two (2) non-represented classifications in the Sheriff's Department, to implement results of classification studies in various departments, to initiate a reorganization in the Department of Human Resources (DHR), and to reflect additional new positions allocated in the FY 2009-10 Supplemental Budget.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment B). It will also provide the appropriate classification to initiate a reorganization in DHR (Attachment C).

This is a primary goal of the County's classification system and a means for the appropriate classification of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance will further the County Strategic Plan Goal of Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

New Classification

We recommend that the one position class of Risk Manager, Health Services (S14) be established to direct the new Department of Health Services' (DHS) Risk Management Unit (Attachment A). The unit's mission will be to actively manage the department's exposure to risks, losses, and liabilities by establishing loss control and prevention standards to protect human, financial, physical, and natural assets. As you may recall, the Chief Executive Office's (CEO) report regarding the establishment of this unit was discussed at length during your November 24, 2009 Board meeting, and the report was received and filed that same day without objection.

There is no immediate cost associated with this recommendation since we are not adding a position to the DHS Administration staffing provision. Our recommendation is limited to adding a classification to the County Classification Plan for future use. Furthermore, the budgetary adjustments for the 20 additional positions for this unit will not be added until the FY 2010-11 Proposed Budget.

Deleted Classifications

We are recommending the deletion of four (4) obsolete and vacant non-represented classifications (Attachment A). This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications. The affected departments have been informed of and have consented to these deletions.

Item Number Restorations

Although the Marshal's Department was consolidated with the Sheriff's Department in 1994, the Marshal's classes have been retained solely for payroll purposes to accommodate the existing incumbents. In our classification letter adopted by your Board on January 16, 2007, we recommended that the item numbers for the four (4) encumbered Marshal classes be changed to place them in the appropriate occupational groupings.

Since that time, two (2) of these classes have been deleted. However, with the two (2) classes remaining – Management Secretary, Marshal (#2132) and Marshal's Dispatcher I (#2463) – the item number changes as originally adopted by your Board have not been implemented due to limitations with our current payroll processing system (i.e., CWTAPPS). Since these classes are still encumbered, we recommend restoring the previous item numbers. Once the positions are vacated, the classes will be deleted. Since this is only a technical correction, there are no additional costs associated with this recommendation.

Reclassifications

Based upon individual position studies conducted at the request of six (6) departments, we recommend that 152 positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Departmental Reorganization

As mentioned earlier, DHR has requested to exchange a Human Resources Analyst IV position for a Departmental Chief Information Officer (CIO) I position (Attachment C). Specifically, DHR is initiating a department-wide reorganization and is proposing to change the scope of work for the position currently assigned to oversee its information technology operations beyond department-specific Information Technology (IT) projects.

FY 2009-10 Supplemental Budget Adjustments

We have revised the DHS staffing provision (San Fernando Valley Cluster) to reconcile the ordinance position count to the FY 2009-10 Adopted Budget. Specifically, we have adjusted the position balances for the Clinic Nursing Attendant I and II. These adjustments were inadvertently omitted from the ordinance which accompanied our FY 2009-10 Supplemental Budget position allocation letter, and which was approved by your Board on January 19, 2010.

There are no additional costs associated with this adjustment since the position funding was already approved by your Board as part of the FY 2009-10 Budget.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost for all of the recommended actions is estimated to total \$98,699 (all funds). Net County cost is estimated to be \$63,688. Of this total, the budgeted annual cost and Net County cost associated with the DHR reorganization is \$36,129 and \$7,089, respectively.

Cost increases associated with the upward reclassification actions and the DHR reorganization will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:WGL
VMH:KP:mst

Attachments (3)

c: Department of Human Resources
Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**CLASS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule and Level
Savings/ Megaflex	4635	Risk Manager, Health Services	N23 S14

NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
1870	Head, Personnel Operations, Probation
3729	Head Telecommunications Systems Analyst, ISD
4235	Staff Assistant, ISD
4338	Supervising Forensic Identification Specialist (Non-MegaFlex)

**NON-REPRESENTED CLASSES RECOMMENDED
FOR ITEM NUMBER RESTORATION**

Current Item No.	Item No. to Restore	Title
2132	9646	Management Secretary, Marshal
2463	9365	Marshal's Dispatcher I

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

ANIMAL CARE AND CONTROL

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Chief Administration & Contract Services, Animal Care and Control N23 S11 Non-Represented	Administrative Deputy I (UC) N23 R11 Non-Represented

The subject position reports to the Chief Deputy Director, Animal Care and Control (UC) and functions as the administrative deputy over fiscal operations, human resources, contracts, and information technology. Based upon the size of the department, the scope of duties assigned, and the direct reporting relationship to the Chief Deputy Director, the position meets the allocation criteria for lateral reclassification to Administrative Deputy I (UC). Positions allocated to Administrative Deputy I (UC) report to a Chief Deputy Director and direct the planning, implementation, and evaluation of administrative operations and services for a small County department.

DISTRICT ATTORNEY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Intermediate Clerk NMV 61L Represented	Senior Clerk NMV 66E Represented
3	Intermediate Typist-Clerk NMV 62K Represented	Legal Office Support Assistant I NML 71H Represented

The Intermediate Clerk positions report to a Departmental Personnel Technician in the Bureau of Management and Budget, Human Resources Division, Operations Section. Their primary responsibility is to perform the timekeeping duties associated with processing the department's payroll. These duties include entering and deleting attendance data in the Countywide Timekeeping and Payroll Personnel System (CWTAPPS) and reviewing, reconciling, and maintaining time records for department employees.

The above duties and responsibilities are more consistent with the allocation criteria for Senior Clerk, a class which performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function (e.g., timekeeping duties using CWTAPPS). Therefore, we recommend upward reclassification of these positions to Senior Clerk.

The Intermediate Typist-Clerk positions report to a Senior Legal Office Support Assistant. Two (2) of the positions are assigned to the Central Operations Stenography Pool and the other is assigned to the Branch and Area Operations, Inglewood Area Office. The positions' primary responsibility is to perform a full range of legal clerical work including the preparation of legal documents and forms, transcription, preparation and maintenance of case files, preparation of subpoenas, and contacting various agencies to obtain and provide legal information pertaining to the respective cases.

The aforementioned duties assigned to these positions meet the definition and allocation standards of the Legal Office Support Assistant I, a class which provides a full range of legal clerical services for attorneys engaged in the practice of criminal or civil law. Therefore, we recommend upward reclassification of the positions to Legal Office Support Assistant I.

DEPARTMENT OF HEALTH SERVICES - SAN FERNANDO VALLEY CLUSTER

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Pharmacist N4W 103H Represented	Clinical Pharmacist N4W 105H Represented

The subject positions are assigned to the Olive View Medical Center and will provide patient-specific pharmacotherapeutic or pharmacokinetic services in specialized medical care areas. They will develop, recommend, and monitor drug therapy treatment plans as part of a case management team and will work in conjunction with other healthcare providers. This change in duties is consistent with the class concept of the Clinical Pharmacist. Therefore, we recommend upward reclassification of the positions to Clinical Pharmacist.

DEPARTMENT OF MENTAL HEALTH

The subject positions are assigned to various mental health programs and facilities throughout the County and no longer perform stenographic duties. Therefore, we recommend that the positions be reclassified to classifications that are more consistent with their assigned duties and responsibilities as described below.

Clerical Reclassifications

Number of Positions	Present Classification and Salary	Classification Findings and Salary
10	Intermediate Stenographer N2M 67D Represented	2 – Intermediate Typist-Clerk NMV 62K Represented 5 – Senior Clerk NMV 66E Represented 1 – Supervising Clerk NMV 66E Represented 1 – Senior Typist-Clerk NMV 67D Represented 1 – Supervising Typist-Clerk NMV 67D Represented

Reclassifications to Intermediate Typist-Clerk

These two (2) positions perform general clerical support duties requiring the regular use of a keyboard such as data entry, correspondence preparation, and electronic file maintenance. The stated duties are consistent with those assigned to Intermediate Typist-Clerks, a class which performs skilled typing and specialized clerical work. Therefore, we recommend downward reclassification of these positions.

Reclassifications to Senior Clerk

We are recommending that five (5) positions be reclassified to Senior Clerk. Due to the compensation provision associated with the Senior Clerk (eight-step salary range), these recommended changes constitute lateral reclassifications.

DEPARTMENT OF MENTAL HEALTH (cont'd)

Two (2) of these positions serve as timekeepers for the work section. Positions performing timekeeping duties are allocated throughout the County at the level of Senior Clerk, a class which performs highly-specialized clerical duties requiring a highly-specialized knowledge of a particular function.

The third position receives and responds verbally and in writing to highly-sensitive inquiries from financial and government institutions to verify employee income and employment status. The position also serves as the department's mileage permittee and reimbursement coordinator. The nature of these responsibilities is consistent with those assigned to positions allocated at the level of Senior Clerk.

The fourth position utilizes client case electronic tracking systems to input, extract, and organize clinician case notations and client services-utilization statistical information. This information is used to assist program management in assigning cases and to ensure accuracy in reporting. These specialized clerical duties are consistent with those assigned to positions allocated as Senior Clerks.

The fifth position reviews client file information, unit-of-service logs, and chart notes for accuracy and completeness. It also reviews monthly Medi-Cal and Medicare client-service reports for accuracy, submits corrections to the Revenue Management Division, and resolves Medi-Cal and Medicare billing discrepancies in conjunction with centralized departmental finance and benefits-reimbursement staff. Based upon the specialized clerical duties assigned, we recommend that this position be reclassified to Senior Clerk.

Reclassification to Supervising Clerk

This position supervises a unit of clerical staff and performs clerical tasks such as file and supply maintenance and requisition processing. These duties are consistent with the Supervising Clerk allocation criteria, a class which supervises general and specialized office clerical work. Due to the compensation provision associated with the Supervising Clerk (eight-step salary range), this recommendation constitutes a lateral reclassification.

Reclassification to Senior Typist-Clerk

This position assists program management with quality control reports that require extraction of client-related admissions, units-of-service, and service linkage data from the electronic charting system. These reports are developed using word processing and spreadsheet software and are used for program audits, reporting to outside agencies, and for distribution to jail clinical staff. Based upon these highly-specialized clerical duties which require typing, we recommend that this position be laterally reclassified to Senior Typist-Clerk.

DEPARTMENT OF MENTAL HEALTH (cont'd)

Reclassification to Supervising Typist-Clerk

This vacant position is assigned to supervise lower-level positions in the Typist-Clerk and Eligibility Worker groups. It also performs data entry, maintains clinical records in adherence to Health Insurance Portability and Accountability Act (HIPAA) guidelines, and responds to records requests from County law enforcement, medical, and social services agencies. Supervising Typist-Clerks supervise general and specialized office clerical work and perform skilled typewriting work. Since the stated duties are consistent with those performed by Supervising Typist-Clerks allocated throughout the County, we recommend lateral reclassification.

Non-Clerical Reclassifications

Number of Positions	Present Classification and Salary	Classification Findings and Salary
4	Intermediate Stenographer N2M 67D Represented	1 – Community Worker NR 61L Represented 3 – Patient Resources Worker N3M 64K Represented

Reclassification to Community Worker

This position works with staff in the department, contract programs, and community-based organizations to implement and maintain County mental health services and programs in conjunction with the Mental Health Services Act (MHSA) Recovery Model. This model is part of the effort to improve the delivery of mental health services throughout the state. Specifically, this model facilitates the client's mental health recovery by giving the client a more significant role in setting personal growth goals.

The subject position works with the stakeholders noted above to create the appropriate mix of community-based services and supports to help the clients succeed in reaching these personal growth goals. The primary duties performed include the following: making presentations to educate and promote compliance with MHSA Recovery Model provisions among stakeholders; attending local MHSA System Leadership and stakeholder meetings to advocate for client services; assessing adherence of local organizations to State MHSA implementation plans; and reporting program compliance findings to client advocacy managers in the department who, in turn, refer clients to the appropriate community-based organizations for services.

DEPARTMENT OF MENTAL HEALTH (cont'd)

The nature of the assigned duties is comparable to those performed by positions allocated as Community Workers, a classification which assists professional staff in providing direct health or social services to clients or patients. Therefore, we recommend downward reclassification.

Reclassifications to Patient Resources Worker

These three (3) positions perform financial screening to determine the clients' ability to pay for mental health services received and to assist clients as they apply for medical benefits. These duties include the following: interviewing clients to determine their existing financial resources; assisting clients with the completion of financial aid forms to apply for medical benefits; updating client information in the database; preparing correspondence related to client billing and public assistance eligibility status; and preparing and updating daily benefits activity reports. These duties are consistent with those performed by positions allocated throughout the County as Patient Resources Workers. Therefore, we recommend downward reclassification of these positions.

**DEPARTMENT OF PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS
AND SERVICES**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Instructional Media Assistant NM 64A Represented	Video Production Equipment Operator N3M 75D Represented

The subject position reports to a Staff Development Specialist, Health Services and is assigned to the Organizational Development and Training Section, Leadership and Technology Unit. It coordinates the setup and operation of all equipment used for presentations, trainings, satellite broadcasts, and webcasts at special events. In addition, this position uses video production equipment to produce interactive multimedia and other media programs used primarily for training.

The duties and responsibilities assigned to this position meet the allocation standards of the Video Production Equipment Operator, a class that utilizes broadcast quality video production equipment to produce videotape and other media programs primarily for training. Therefore, we recommend an upward reclassification of this position to Video Production Equipment Operator.

REGISTRAR-RECORDER/COUNTY CLERK

The five (5) classes in the Data Conversion Equipment Operator (DCEO) group – DCEO I and II, Senior DCEO, and Data Conversion Supervisor I and II – were originally established to perform or to supervise positions operating keypunch or key-to-disk data conversion equipment. Since this is an obsolete technology, DCEO positions are being reclassified on a flow basis throughout the County to classifications which better describe the currently assigned duties. Typically, these positions are performing work comparable to other positions allocated to journey-level and supervisory-level generic clerical classifications.

Typist-Clerk Group Reclassifications

Number of Positions	Present Classification and Salary	Classification Findings and Salary
48	Intermediate Clerk NMV 61L Represented	Intermediate Typist-Clerk NMV 62K Represented
25	Data Conversion Equipment Operator I NMV 64E Represented	
35	Data Conversion Equipment Operator II NMV 68E Represented	Senior Typist-Clerk NMV 67D Represented
4	Senior Data Conversion Equipment Operator NMV 68E Represented	
2	Data Conversion Supervisor I NMV 71G Represented	Intermediate Supervising Typist-Clerk NMV 71B Represented
3	Senior Clerk NMV 66E Represented	Supervising Typist-Clerk NMV 67D Represented
4	Supervising Clerk NMV 66E Represented	
2	Data Conversion Equipment Operator II NMV 68E Represented	

REGISTRAR-RECORDER/COUNTY CLERK (cont'd)

The positions noted above are required to perform extensive data entry and/or to index complex documents (e.g., court actions, notary bonds, and maps), or to supervise positions performing the data entry or indexing duties. These positions are assigned to the following areas:

- Public Records Division, Indexing Section (58 positions)
- Voter Records Division, Data Entry and Signature Verification Section (50)
- Registration and Vote-By Mail Administration (5)
- Voter Records Research and Integrity (4)
- Affidavit Distribution and Document Research (3)
- Help America Vote Act/Voter Registration and Compliance Unit (3)

We are recommending that all positions be reclassified to classes in the Typist-Clerk group to provide classifications which possess the necessary skill set to perform or to supervise positions which are required to perform rapid and accurate data entry and/or to index complex documents.

For the Intermediate Clerk, Senior Clerk, Supervising Clerk, and Data Conversion Supervisor I positions, we are recommending that all be reclassified laterally (less than one salary schedule difference). The remaining DCEO positions assigned to perform or supervise staff performing data entry or indexing duties are being downward reclassified to classes compensated 2.88% to 3.25% below the current DCEO classes. None of the current incumbents will be adversely impacted by the recommendations. Most already hold the same or lower level payroll title of the respective recommended classification.

Those holding a lower-level payroll title will be eligible for promotion once they pass a typing test. Efforts are already underway to prepare the incumbents to take this typing test (e.g., DHR training academy, installation of typing programs on everyone's computer).

REGISTRAR- RECORDER/COUNTY CLERK (cont'd)

Other Miscellaneous Reclassifications

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Clerk NMV 66E Represented	Field Representative, Registrar-Recorder NM 68G Non-Represented
3	Senior Data Conversion Equipment Operator NMV 68E Represented	Property Conveyances Examiner NMV 69J Represented
2	Data Conversion Supervisor II NMV 75F Represented	Head, Election & Document Processing Services NMV 84F Represented

The Senior Clerk is assigned to the Polls and Officers Unit in the Pollworker Services Division. It reports to a Head, Election and Document Processing Services Supervisor and inspects poll locations throughout Los Angeles County to determine whether they are suitable and accessible as polling places. These duties are consistent with the class concept for Field Representative, Registrar-Recorder, a class which conducts door-to-door canvassing for polling locations, trains newly-recruited precinct officers in poll operations and election procedures, and measures and evaluates the dimensions and accessibility of new or existing polling places. Therefore, we recommend upward reclassification to Field Representative, Registrar-Recorder.

The Senior DCEO positions are assigned to the Van Nuys District Field office in the Public Records Division and report to an Election/Recorder Services Supervisor. These positions receive and examine legal documents pertaining to real and personal property and determine whether they are acceptable for recording in the public records maintained in the department. Since these duties are fully consistent with the class concept of the Property Conveyances Examiner, we recommend upward reclassification of these positions.

REGISTRAR-RECORDER/COUNTY CLERK (cont'd)

The Data Conversion Supervisor II positions are assigned to the Public Records Division, Indexing Section and report to an Assistant Division Manager, Programs, Registrar-Recorder/County Clerk. They serve as section heads over the Indexing Sections. Based upon the organizational structure and duties, the positions are most consistent with the class concept of the Head, Election and Document Processing Services. By definition, positions allocated to this classification supervise a unit responsible for election or document recording, archiving, and maintenance of various records such as birth, death, and marriage records and legal documents and maps through subordinate supervisors. Therefore, we recommend upward reclassification of these positions to the Head, Election and Document Processing Services.

ATTACHMENT C

RECOMMENDATION FOR OTHER POSITION CHANGES

DEPARTMENT OF HUMAN RESOURCES

Position to Exchange and Salary	New Position Requested and Salary
Human Resources Analyst IV NM 102D Non-Represented	Departmental Chief Information Officer I N23 S13 Non-Represented

The Department of Human Resources (DHR) is currently undergoing a strategic reorganization in response to recommendations made in an internal management review. Classification changes resulting from this top-to-bottom review of positions will be reported out to your Board on a flow basis over the next year. The above-referenced position change has been identified as the highest priority in consultation with the Chief Information Officer.

Currently, there are two (2) ordinance and budgeted Human Resources Analyst IV (HRA IV) positions assigned to the department's Information Technology (IT) Section. The subject HRA IV currently oversees the department's Information Technology (IT) section. Under the reorganization, the position will be exchanged for a Departmental Chief Information Officer I and will report to the Chief Deputy Director, Human Resources (UC). The scope of the position's responsibilities will be expanded beyond managing department-specific systems and infrastructure support services. Specifically, it will be assigned to countywide IT projects and will facilitate the integration of core countywide HR functionality into existing enterprise systems in conjunction with the Auditor-Controller, Internal Services Department, and CEO.

Based on the countywide scope of the IT services to be provided by DHR, the Departmental CIO I is the most appropriate classification to perform these proposed duties. By definition, the Departmental CIO I manages the IT activities for a centralized County department with countywide system responsibilities.